

## **CIC (CENTRALIZED INTAKE CLOSED REPORT SUPERTASK)**

The CIC supertask has the ability to do the following:

- ❖ The primary and secondary supertask workers can re-open a report that was closed by a CI worker on CID1 and was not assigned to a field worker.

The primary purpose of this is to allow CI to re-open a closed report and correct data such as the report category type. For example, CI may have created a CPI report and then closed it. Later, they determined the report should have been coded as a CPS report. The CIC supertask person would be able to re-open this report and modify any data fields that are modifiable.

Only those workers designated with the CIC supertask will have the authority to make modifications to reports closed by CI.

For a CIC to modify a closed report, they can select the closed report on RRRL by typing a “C” on the select line. RRRL will verify the following:

- ❖ The worker has write access to CID1
- ❖ The report has not been assigned to a field worker
- ❖ The report was closed by a CI worker

When the above verifications are completed successfully, the report will be displayed on CID1 in modify mode. A CI closed report, opened with the CIC supertask will function the same as a CI report that has not been closed.

### NOTES:

- ❖ CIC workers will not be granted modify access to a report when accessing a CI closed report from ALER (Alerts).
- ❖ CIC workers will not be granted modify access to RRD1/RRD2/RRD3 on a CI closed report.

The identified workers that have the CIC supertask are:

#### **PRIMARY**

Mark Laramore

#### **SECONDARY**

Larry Loberg

Yvette Keller

Tara Starkel